

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 118
MSA ID: SE55-2232

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	H/C PKTS & Referrals (Already Scanned) Paper	2428	3A	5/18/2006-9/29/2008	10 cu ft.	09/26/2011	Shred
2	A78 Closure Letters (Already Scanned) Paper	2428	3A	7/26/2007	1 cu ft.	09/26/2011	Shred
3	A90 LTRS REDET Letters (Already Scanned) Paper	2428	3A	7/02/2007-9/12/2007	1 cu ft.	09/26/2011	Shred
4	Hardship & Unscheduled Redet Letters (Already Scanned) Paper	2428	3A	4/18/2007-6/8/2007	1 cu ft.	09/26/2011	Shred
5	70 Day Annual Redet Ltrs (Already Scanned) Paper	2428	3A	7/17/2007	1 cu ft.	09/26/2011	Shred
6	A84 Letters (Already Scanned) Paper	2428	3A	5/18/2008-4/28/2009	1 cu ft.	09/26/2011	Shred
7	Hardship Letters (Already Scanned) Paper	2428	3A	8/15/2008-3/31/2009	1 cu ft.	09/26/2011	Shred

Destruction Certification

Walter Zerlaut

Signature

DHMH Records Officer

Title

10/26/2011

Date